



Saskatchewan Society of Occupational Therapists

December 14th, 2017

Dear SSOT Member,

Please be advised that your SSOT membership renewal is due in full by **February 15th, 2018 at 11:59 pm.** SSOT is pleased to continue with our online renewal system for the 2018/19 membership year. To renew your membership, follow the steps outlined on the page attached.

A **\$77.00 late fee** will be applied to all incomplete membership renewals following the **February 15th deadline.** **If your renewal is not received in full by February 28th, 2018, you are not legally permitted to work as an Occupational Therapist.** You and your employer will be notified by telephone and you will not be permitted to work as an Occupational Therapist until your membership has been reinstated.

For all members renewing in practicing and restricted license categories, participation in the Continuing Competency Program (CCP) is **mandatory.** The CCP policies, outlining the requirements, are available on the SSOT website on the Continuing Competency Program page. The Clinical and Non-Clinical Self-Assessment Tools and PDPO templates are also available on this page.

You will declare in your online renewal that you have completed the CCP requirement for the year. Please submit your completed 2017/18 and new 2018/19 PDPOs to the SSOT Office by the February 15th deadline via email (admin@ssot.sk.ca) or mail (SSOT, P.O. Box 9089, Saskatoon, SK S7K 7E7).

Please advise the Registrar in writing if you do not intend to renew your registration. SSOT grants an individual, who is no longer a member, a final standing. This final standing is important when you apply for registration in the future with SSOT or with other regulatory organizations, which request registration history. If you voluntarily resign, your final standing is usually *Member in Good Standing.* **You must notify SSOT if you are not planning to renew your membership. Failure to do so will result in a final standing of *Member Not in Good Standing.***

It is to your advantage to submit your registration information early. In the event that your application is incomplete or requires clarification, you will have some lead time to respond without jeopardizing your registration status or incurring the late fee. Early submission also eases the workload in the office at the busiest time of the year.

Please contact SSOT (admin@ssot.sk.ca) immediately if you encounter any technical difficulties with your online renewal. SSOT requires seven (7) working days to resolve any technical difficulties you may encounter when completing your renewal. If you have any other questions, please do not hesitate to contact us. Thank you for your prompt attention to this very important matter.

Sincerely,

Miranda Hall
SSOT Registrar

Sherry Just
SSOT Executive Director/Regulatory Coordinator

Making Everyday Tasks Reachable

P.O. Box 9089, Saskatoon, Saskatchewan S7K 7E7 • Telephone (306) 956-7768 • admin@ssot.sk.ca

Online Renewal Instructions

To renew your membership, please follow the steps below:

1. Go to ssot.sk.ca and log on to your SSOT Member profile with your User ID and Password. If you do not have your login information or are having difficulty logging in, please contact SSOT as soon as possible at admin@ssot.sk.ca
2. Choose '**Click Here to Renew Your Registration**'.
 - If, after clicking 'Renew your Registration', you are not prompted to move through a series of tabs and simply receive a message that states "SSOT has successfully received your Registration", please contact the SSOT office immediately as your renewal has not been properly activated
3. Proceed through the following tabs - **Welcome, Profile, Confirmation, Declaration, and Payment** - and ensure the information is up-to-date and reflects any changes over the course of the past year
 - As per Policy #03 – Register of Members, it is required that up-to-date information on all members is maintained in the register and that members are responsible for ensuring this information is provided and up-to-date. Please note that if a member needs to be contacted for regulatory reasons and the information on the register is out-of-date, that member will be deemed to be not in good standing until the information is updated
4. If the changes you are trying to make to your profile are not available on the system (e.g. your employer or educational institution is not listed in the drop down box), please contact SSOT at admin@ssot.sk.ca to make this change
5. Please refer to the enclosed fee schedule for payment details. Payment options include:
 - Credit card (Visa, Mastercard)
 - If your employer pays your fees directly, choose the cheque option and print the receipt on the 'Membership Card and Receipt' page to provide to your employer (if needed)

Please review the enclosed information for reference regarding the fee schedule, practice hours policy, and parental/child care leave information sheet. Please also refer to the Renewal Checklist and Frequently Asked Questions pages to assist with your online renewal.

You will receive email confirmation from SSOT when your renewal has been submitted and received in full.

Please contact SSOT (admin@ssot.sk.ca) immediately if you encounter any technical difficulties or have any questions while completing your online renewal.



FEE SCHEDULE

Types of Renewable Licenses:

<u>Practicing</u>	\$565.00 full year or
<u>Temporary</u>	\$205.00 for three months
<u>Non-Practicing</u>	\$140.00
<u>Restricted License:</u>	\$565.00 full year or
	\$205.00 for three months

Other Fees

NSF Cheque	\$20.00
Late Fee	\$77.00

All funds for renewals must be received by a cheque, payable to SSOT in Canadian Funds or through the credit card option in the online renewal.



Saskatchewan Society of Occupational Therapists

Renewal Checklist

This checklist has been created to assist you with the renewal process. It is your responsibility to ensure that all requirements for your renewal have been completed and submitted in full by the February 15th deadline.

It is to your advantage to submit your registration information early. In the event that your application is incomplete or requires clarification, you will have some lead time to respond without jeopardizing your registration status or incurring the late fee. Early submission also eases the workload in the office at the busiest time of the year.

- Complete Online Renewal
 - Update personal and employment information
 - Update practice hours
 - Update insurance information
 - Self-declare CCP requirement
 - Pay fees online or submit receipt to employer for fees to be paid
- Complete the Self-Assessment tool
- Complete 2017/18 PDPO
- Create new 2018/19 PDPO
- Submit 2017/18 and 2018/19 PDPOs to SSOT by email or mail
- Receive email from SSOT that indicates renewal has been received in full

Making Everyday Tasks Reachable



Saskatchewan Society of Occupational Therapists

Frequently Asked Questions

- 1. What are the SSOT office hours during the renewal period?**
The SSOT office hours remain 9:00 am to 5:00 pm Wednesday through Friday.
- 2. Is there a drop box available for renewals after office hours?**
SSOT does not have an external mail box for renewal documents. You may submit renewal documents via email (admin@ssot.sk.ca) or mail (SSOT, P.O. Box 9089, Saskatoon, SK, S7H 7E7).
- 3. Will I receive confirmation that my renewal has been received by the SSOT office?**
You will receive email confirmation from SSOT when your renewal has been submitted in full.
- 4. What payment methods are accepted by SSOT?**
SSOT accepts payment online via credit card (Visa, Mastercard) or from a member's employer (e.g. health region). If your employer pays your registration fees, choose the cheque option on the online renewal and print the receipt on the 'Membership Card and Receipt' page, if needed
- 5. What are the practice hours requirements? Do I include vacation and/or sick days?**
The practice hour requirements are 1000 hours in the five year period (March 1, 2013 – February 28, 2018) or 600 hours in the three year period (March 1, 2015 – February 28, 2018) immediately preceding the date of application for the year in which licensure is sought (2018/19 membership year). Please refer to the enclosed Practice Hour policy for additional details. Any type of leave (e.g. vacation, leave of absence, maternity leave, illness, or disability leave) cannot be included as practice hours.
- 6. What are the requirements for proof of insurance?**
SSOT requires you to provide the policy number and expiry date of your insurance. Your renewal cannot be processed without this information. If your employer provides the insurance coverage, enter the policy number as '123456' and the expiry date as February 28th, 2019. If there are any changes with employment, e.g. you are no longer working there and are no longer covered, you will need to purchase insurance and update this information.
- 7. Can you clarify the requirements of the Continuing Competency Program (CCP)?**
Participation in the CCP is **mandatory** for all members. You will self-declare on the online renewal that you have completed the CCP requirements for the year and you must mail or email your completed 2017/18 PDPO and new 2018/19 PDPO to SSOT prior to the February 15th deadline.
- 8. I became an SSOT member during the 2017/18 membership year, what do I submit for the CCP?**
You will only submit a PDPO for the 2018/19 year.

Making Everyday Tasks Reachable

P.O. Box 9089, Saskatoon, Saskatchewan S7K 7E7 • Telephone (306) 956-7768 • admin@ssot.sk.ca

9. I've completed portions of my renewal. Is my renewal considered late if it is missing information and/or I cannot send the required documents/fees by the February 15th deadline?

Yes, renewals must be completed in full and all supporting documents and fees must be received by the February 15th deadline. If information and/or fees are missing, your renewal will be considered late and the late fee (\$77.00) will apply.

10. I will begin a leave during the 2018/19 membership year, how should I renew my registration?

If you are on a leave as of March 1, 2018, you could renew your registration as non-practicing. If you are working any hours during the 2018/19 membership year, you must be registered as a practicing member until such time that your leave commences. Depending on the start date of your leave, you may wish to renew your practicing license for the full year or for a temporary (3 month) period. Please contact SSOT (admin@ssot.sk.ca) to further discuss any specific questions you may have.

11. I am currently on a leave and a non-practicing member, how should I renew my registration?

If you will be returning to employment during the 2018/19 membership year, you must be registered as a practicing member. You may choose to renew your membership during the renewal period as either practicing or non-practicing, depending on the continued length of your leave. If you chose to renew as non-practicing, you must upgrade your membership to practicing prior to your return to work. Please contact SSOT (admin@ssot.sk.ca) to further discuss any specific questions you may have.

12. I do not intend to renew my registration with SSOT, what do I do?

You must advise the Registrar (registrar@ssot.sk.ca) in writing if you do not intend to renew your registration. SSOT grants an individual, who is no longer a member, a final standing. This final standing is important when you apply for registration in the future with SSOT or with another regulatory organization, which requests registration history. If you voluntarily resign, your final standing is usually *Member in Good Standing*. Failure to notify SSOT that you do not intend to renew will result in a final standing of *Member Not in Good Standing*.

13. I do not see my question, what do I do?

Please contact SSOT (admin@ssot.sk.ca) if you have any additional questions.

PRACTICE HOURS

Individuals who have been educated as occupational therapists are considered to be:

Practicing if they are involved in activities such as:

- A. Performing client assessment, planning, treatment and follow-up, including instruction and supervision of clients, family, support personnel, and caregivers and/or
- B. Administration, research, education, consultation in a position where the skills and education of an occupational therapist are utilized, and constitute the basis for practice.

Non-practicing if they are involved in activities in Saskatchewan* for which the qualification of an occupational therapist or a health care professional are not required.

Individuals who wish to apply for non-practicing status should indicate clearly why their activities would fall into the non-practicing category. Individuals should be aware that under this category they will not be accumulating practice hours and they may not hold themselves out to be an occupational therapist.

Notes regarding practice hours:

1. Only actual worked hours are counted toward the practice hours required to maintain a Practicing License. *To maintain eligibility as a practicing member, an occupational therapist must: work in activities requiring the skills of an occupational therapist as approved by council, for at least 1,000 hours in the five-year period or 600 hours in the three year period immediately preceding the date of application for the year in which licensure is sought (Bylaw X111 Sec 3 1(a)).* Any type of leave (vacation, leave of absence, maternity leave, illness or disability) cannot be included as practice hours.
2. Practice hours may be a combination of paid, volunteer and education as long as they meet the definition of “practicing”. Volunteer and/or education hours may comprise up to 50% of practice hours in a five year period. If therapists have any questions as to whether the hours they intend to claim as practice hours fall within the definition of practicing, they should consult with the SSOT Registrar for guidance.
3. Positions with a different job title, other than OT, but requiring that the incumbent be a health care professional would mean that the person was “practicing” and would therefore count the hours as practice hours.
4. Verification of hours may be requested by the Registrar/Council at any time.
5. The Credentials Committee may at any time review an individual’s reported practice hours and decide whether the hours constitute Occupational Therapy practice.
6. If the applicant is not satisfied with the findings of the Credentials Committee, they may appeal to Council.

*Therapists practicing only outside of Saskatchewan are entitled to maintain a non-practicing membership in SSOT.



Saskatchewan Society of Occupational Therapists

Parental/Child Care Leave: Options for membership

Option 1 – Practicing Membership

- You may choose to register as a practicing member for the upcoming year. This membership will run from March 1 to the end of February. You will retain all of your rights as a member of SSOT. As stated in the SSOT *R#01 Processing New Applications and Granting Licenses Policy 1.5 All occupational therapists providing occupational therapy service (examples are: direct treatment, consultation, telehealth and telephone services) to a Saskatchewan resident must be licensed by SSOT.*
- You will pay **\$565.00** to register and will not have to pay any other fees until it is time to renew your membership for March 1 next year.
- You will be required to participate in the SSOT Continuing Competency Program.

Option 2 – Non-Practicing Membership

- If, at the time of registration (March 1), you are on parental/child care leave and were registered as a practicing member last year, you may choose to register as a non-practicing member.
- You will pay **\$140.00** to register for this type of membership.
- **Please Note: You may not work in any capacity as an occupational therapist, if you are registered as a non-practicing member.**
- If you return to work prior to end of February the following year, you will be required to upgrade your membership to that of a practicing therapist and pay the difference from a practicing membership
- You will not be required to participate in the SSOT Continuing Competency Program.

Option 3 – Not Renew

- If you are on parental/child care leave as of March 1 you may choose to not renew your membership, thus letting it expire. **Please note that if you choose this option, you must notify the Registrar in writing.**
- If you let your membership expire you are unable to work as an occupational therapist in Saskatchewan until you reapply to SSOT.
- When you reapply you will be required to pay the application fee of **\$77.00** in addition to the fee for the membership category for which you are applying.
- You will not be required to participate in the SSOT Continuing Competency Program.

***** Remember you MUST be registered with SSOT if you are practicing Occupational Therapy in Saskatchewan*****

Making Everyday Tasks Reachable

P.O. Box 9089, Saskatoon, Saskatchewan S7K 7E7 • Telephone (306) 956-7768